



## Post: PA to the CEO/Executive Principal & Principal of Canary Wharf College Cross Harbour

**Hours:** 37.5 hours per week

**Responsible to:** CEO/Executive Principal

**Purpose of the post:** To provide a comprehensive and strictly confidential administrative support service to the CEO/Executive Principal and Principal of the Secondary School of this vibrant Multi Academy Trust.

**The college ethos:** To live, share and celebrate the love of learning in a Christian environment whilst welcoming those of other faiths and cultures.

**Salary:** £30,000

### **Benefits:**

Innovative: Leading Edge Multi Academy Trust

Historic: Vibrant London Community

Well connected: Excellent Transport Links

Sports: Nearby sailing, rowing, gyms and cycling opportunities

Creative Arts: Close to London's theatres and galleries

Career development: Joined up approach to where educational establishments work together

An oasis for accommodation in a world famous city

### Person specification:

- A strong Christian faith
- Excellent interpersonal skills
- Totally trustworthy
- Patient
- Good communication
- Be able to be one step ahead of the boss
- Empathetic
- Well organized
- Good at multi-tasking
- Able to think ahead
- Be ready with a strong cup of tea and a sense of humour when necessary

### Job Description and Responsibilities:

#### **Administrative/Secretarial Support**

- To meet and greet the CEO & Principal's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment
- Manage the CEO/Executive Principal and Principal's diary providing for all appointments and meetings, ensuring a manageable schedule is maintained, ensuring it is kept up to date and if needed a daily overview of forthcoming events with documentation provided to the Principal, if required
- Provide the CEO/Executive Principal and Principal with highly effective support in managing and leading the academy, ensuring the academy is presented in the best possible light at all times
- To be the first line of contact between the CEO/Executive Principal and Principal and any phone calls, requests from staff, students and visitors, ensuring only appropriate contact is made and manage all communications from the Principal to all employees
- Ensure an exemplary customer focussed reception to the CEO/Executive Principal and Principal's telephone callers, screen incoming calls, and where appropriate solve problems and queries without reference to the Executive Principal, and to uphold the reputation of the academy
- Process the CEO/Executive Principal's email ensuring that all important matters are dealt with confidentially and effectively in line with arrangements established with the CEO/Executive Principal
- To contribute to the overall ethos, work and aims of the school
- Establishing constructive relationships with parents, staff and other external agencies
- To undertake high level research and prepare briefings as required
- To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the CEO/Executive Principal and Principal informed as appropriate
- To arrange and assist with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running as directed by the CEO/Executive Principal and Principal
- To complete any ad hoc reports as required
- Assist in the collation and preparation of management information and reports as required by the CEO/Executive Principal and Principal and Governors
- Format reports from the CEO/Executive Principal and Principal as required
- To type up, disseminate and file all agendas and minutes for meeting involving the CEO/Executive Principal and Principal as required and maintain accurate filing systems

- To liaise, with tact and diplomacy with academy staff who have issues or concerns they wish to raise with the CEO/Executive Principal and Principal, and evaluate the situation to either solve the issue or arrange a meeting with the Executive Principal
- To be responsible for ensuring all complaints are properly documented and drafting emails/letters for the CEO/Executive Principal and Principal's consideration
- To liaise with professional bodies, outside agencies, other schools and organisations etc. and attend to queries as required by the CEO/Executive Principal and Principal
- To assist the CEO/Executive Principal and Principal and HR Advisor in investigations and casework as required
- Devise and manage systems which improve the efficiency of academy administration in relation to the role in Liaison with the College Administrator
- Make travel arrangements for the CEO/Executive Principal and Principal
- Arrange hospitality for visitors to the CEO/Executive Principal and Principal

### **Governors**

- To work closely with the Clerk to Governors in liaison with the CEO/Executive Principal and Principal over Governor visits, plus Board and Committee meetings
- Assist the Clerk in arranging meetings and preparing agendas, collating reports and minutes as required
- To clerk and assist with Governor Disciplinary/Behaviour Panels for Students and Staff as and when required
- Assist the Clerk with elections of parent/carers and staff governor appointments
- To arrange Governor Interview panels
- To plan and arrange Governors visits to the school as directed by CEO/Executive Principal
- Act as a stand in to the Clerk should the need arise

### **Staff Appointments**

- To liaise with the HR Advisor as required to provide support regarding staffing interviews and appointments involving the CEO/Executive Principal and Principal

### **Whole College**

- To work closely with the College Administrator
- To prioritise and manage a varied and complex workload
- To present the college in a positive manner at all times
- To carry out any other duties as directed by the CEO/Executive Principal and Principal to support the work of the academy commensurate to the level of the post

### **Health and Safety**

- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation

### **Equal Opportunities**

- Responsibility for ensuring that you and any staff for whom you are responsible for or may in the future be responsible for, operate the college's Equal Opportunities policies in relation to pupils, staff, parents and visitors at all times.

### **Confidentiality**

- Required to observe strict confidentiality in relation to all matters

- A commitment to and an up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people

**Co-operative values**

- Responsibility for ensuring that you and the staff for whom you are responsible work in line with the college ethos, values and principles at all times